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UNIVERSITY PARTNERSHIP and APS CONCEPT PAPER DEVELOPMENT



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PROJECT COMPONENTS

Component I: Applied Science and Technology

Budget: USD 1,000,000

Supports research and teaching at the university (tertiary) level in fields of applied science. Projects should align with USAID Indonesia's objectives in health, economic growth and the environment.

Illustrative areas including:

- Agricultural production in high value crops
- Improved public health services and health systems
- Climate-related research
- Biodiversity conservation and sustainable landscapes
- Disaster risk reduction



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Component I: Applied Science and Technology

Expected results:

- Building capacity of Indonesian institutions to conduct basic and applied scientific research in areas that align with the objectives of the USAID Indonesia Country Strategy.
- Establish connections with industry and other end-user groups.
- Greater opportunities for Indonesian students and faculty to participate in internationally-recognized research.
- Improvements in industrial methodology and curriculum at Indonesian universities.



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PROJECT COMPONENTS

Component II: Quality Teaching of STEM in Secondary Schools **Budget: USD 1,500,000**

Supports partnerships that establish innovative teacher training and the creation of at least two (2) model science schools on the area of Science, Technology, Engineering and Math (STEM) education at the secondary level.

Note:

The number of required schools has recently been reduced from 4 to 2. Please consult [Amendment 4](#) of the APS.



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Component II: Quality Teaching of STEM in Secondary Schools

Expected results:

- Establish parental and public support for high benchmarks in teacher and student classroom performance in STEM education.
- Work with local governments to help establish two (2) models of excellence in teaching STEM at the secondary level. One school must be located in Jakarta. The second school should be located in either East Java, South Sulawesi or North Sumatra.
- Create linkages that ensure Indonesian academic institutions are participating in and benefiting from the latest developments in STEM classroom teaching.
- Develop new instructional methods that quickly and sustainably improve student performance in science and math.



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PROJECT COMPONENTS

Each Concept Paper should only address one of the two components of the APS.

If you are interested in both components, then two separate papers must be submitted.



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HOW TO FIND A PARTNER UNIVERSITY

- Recommendations from your faculty on universities and researchers with strength in this field
 - From academic publications
 - From professional conferences and associations
 - From similar international projects
- Contact Senior International Officers at target universities for recommendations
 - Will refer to appropriate faculty
 - Can assist with MOU process
- Seek guidance from partnership liaisons



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USAID PARTNERSHIP CRITERIA

1. Include at least one institution of higher education in Indonesia and at least one in the United States.
2. Mobilize resources from non-USAID sources as cost-sharing that exceeds 30% of the funding requested from USAID. That may include:
 - cost share provided by the member institutions
 - from other institutions such as business, foundations, non-governmental organizations.
3. Be aligned with the development challenges prioritized in the Comprehensive Partnership.



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USAID PARTNERSHIP CRITERIA

4. Be based on an appropriate needs assessment of Indonesian institutions which must be evidence in the application.
5. Provide equitable benefits to all members of the partnership while meeting the needs of the Indonesian institution(s).
6. Achieve a significant result which must contribute toward a significant development impact and be clearly articulated in the application.
7. Provide convincing evidence that the programs developed and implemented with this funding will be continued and sustained beyond the term of award from USAID.



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CONCEPT PAPER EVALUATION CRITERIA

1. Technical quality and innovation (**35 points**)
2. Scope and significance of the result to be achieved (**25 points**)
3. Technical and administrative capacity to manage proposed program
(**20 points**)
4. Cost sharing from non-USAID sources (**15 points**)
5. Experience and capacity in proposed area-of-work (**5 points**)



OVERVIEW OF CONCEPT PAPER SECTIONS

1. Cover Page (**one page**)

Purpose: Identify the lead Applicant and other people and institutions involved in the project

Content:

- Project Title, names of people and institutions (including program partners) with signature of the lead person
- Application signed by an agent shall be accompanied by evidence of the agent's authority
- Write acknowledgement of APS Amendments.

2. Technical Narrative (**nine pages maximum**)

Purpose: Detail what you will accomplish in the project.

Content: Should follow sections outlined in the APS.

Note: Page numbers presented here and below are guidelines only.



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OVERVIEW OF CONCEPT PAPER SECTIONS

3. Budget (one page)

Purpose: to outline the cost structure of your project.

Content :

- Major costs associated with the project such as personnel, travel and equipment.
- Outline cost sharing, with minimum cost share equal to 30% from the total amount of USAID funds.



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CONCEPT PAPER : Technical Narrative

The technical narrative must keep to **nine pages maximum** and should follow the sections listed bellow:

a. Goals (0.5 pages)

- What specifically do you hope to achieve?

Tip: Your goals should **NOT** simply restate the desired result outlines in the APS.



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CONCEPT PAPER : Technical Narrative

b. Problem Definition (1 page)

- What development challenge does this project help address?
- What problem will this project help solve:
 - in the context of your university?
 - in the context of higher education at the national or provincial level?

Note: Problem Definition should refer to external literature, but does not need original research on the problem.

Tip: Show clear links to USAID's strategy and priorities, in capacity building and technical objectives, and show linkages to the objectives of the Government of Indonesia.



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CONCEPT PAPER : Technical Narrative

b. Problem Definition Example for Component I

Topic: Biodiversity conservation in North Sumatra

- Frame the problem with statistics and references:
 - Rate at which forested land is being converted to agricultural land
 - Estimations of species loss throughout the region and nationally
 - Statistics on knowledge of biodiversity among locals in the region
 - Statistics on the economic value of biodiversity: prevention of soil erosion, tourism, water purification, pollinators...
- How will your project help to address the issues above:
 - Student training and community outreach
 - Production of educational materials
 - Establish a center for biodiversity studies, conservation, and alternative livelihoods.



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CONCEPT PAPER : Technical Narrative

b. Problem Definition Example for Component II

Topic: Developing Model Science Secondary Schools in Jakarta and at least one other region of Indonesia.

- Frame the problem with statistics and references:
 - National/regional statistics on science education
 - National/regional statistics on the quality of science teachers
 - Need for highly a highly trained workforce in Indonesia
- How will your project help solve these problems:
 - Provide state of the art science learning equipment for model schools
 - Create new context relevant science curricula for model schools
 - Build capacity at local teaching colleges for more effective training of science teachers
 - Build capacity for virtual exchanges with model science schools in the US



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CONCEPT PAPER : Technical Narrative

c. Institutional Needs Assessment (0.5 pages)

- Demonstrate knowledge of institutional needs.
- Clearly describe both the needs of the institutions and how the project will help meet these needs:
 - of the partners
 - of beneficiaries
- Demonstrate your capacity for conducting an assessment within the project.

Tip: A competitive bid would show understanding of the actual needs.

(Does not require original data from a new assessment, can reference existing literature and prior data, but should show a strong understanding of the existing needs.)



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CONCEPT PAPER : Technical Narrative

Component II Only - Model School Development

- Describe how the science community will interact with the model science schools as potential stakeholders.

Tip: Be innovative and creative. Can engage on relationships with both the schools, the science community and other extended partners (such as governments, NGOs, or others)



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CONCEPT PAPER : Technical Narrative

d. Technical Quality (1.5 pages)

- Describe the technical approach to be used to achieve the goals of the partnership
- Describe how your proposed approach will be innovative, effective and successful.
- Describe what you are going to do including major activities and sequence
- Describe the needs of both the partnering organizations and the beneficiaries.

Tip: Provide some examples of how you will implement your major activities, but you don't need to do so for every activity.



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CONCEPT PAPER : Technical Narrative

e. Sustainability (0.5 pages) (required for Component I and Component II)

- Present a plan for how this partnership will continue to exist beyond the term of the USAID award.

Tips:

- This section needs to be convincing.
- This can include plans for developing longer-term partnerships using this seed funding.



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CONCEPT PAPER : Technical Narrative

f. Beneficiaries (0.5 pages)

- Describe who benefits from this project? Institutions? Community groups? Local government?
- How many researchers, students, and other stakeholders will be reached?

Tip: Always pay attention to the Evaluation Criteria, including that the beneficiary section should also state how the program will incorporate attention to both:

- populations in the lowest two quintiles of income
- gender



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CONCEPT PAPER : Technical Narrative

For Component II: Identify which local school districts in the targeted locations are interested in transforming an existing secondary school into a model STEM school.

Write in your concept paper of any supporting interest from the local authorities willing to participate in your program.

Tips:

- write about the process you will use to select the schools.
- partners doing the projects already in schools may be more competitive and may strengthen the project bid.



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CONCEPT PAPER : Technical Narrative

g. Collaboration (0.5 pages)

- How does the proposed work benefit all members of the partnership?
- How did the partners work together to design the project?



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CONCEPT PAPER : Technical Narrative

h. Expected Results and Projected Impact (1 page)

- What results will be obtained from this project?
- How will these results be measured?
- What contribution will the results have to overcoming a development challenge?

Recommendations:

- Quantify the results and outcomes (rather than inputs)
- Show a table with results from each of the major activities over the years of the project.
- Disaggregate the results by gender



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CONCEPT PAPER : Technical Narrative

i. Partner Profiles (1 page)

- Provide brief descriptions of all institutions involved in the partnership.
- Describe past experiences of the institutions working together.

Tip: Technical and administrative management capacity is worth 20 points! (this and the next section)

- This section should also describe both technical and administrative staffing and organization structure
- Include both key personnel and staffing for project, finance, administrative, operations, or reporting



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CONCEPT PAPER : Technical Narrative

j. Administrative Capabilities (1 page)

- What are some examples of successful projects you or your partners have implemented in the past either alone or collaboratively?
- Is there any history of working with USAID?

Tip: List your past performance in this area, and show your demonstrated experiences and capabilities.

Refer specifically to the name of prior projects, including the funder, year, and country of any past projects so that USAID can use that to gauge the relevancy of past experience.



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CONCEPT PAPER : BUDGET

Budget should be in **one page** in either a narrative or a table format showing the following:

- Major costs associated with the project such as personnel, travel, and equipment.
- Outline cost-sharing: **Minimum Cost-Share = (Amount of USAID funds requested) X 0.30**

Example: a project requests USD 1,000,000 from USAID. This project must include at least USD 300,000 (30%) in cost share for a minimum total budget of USD 1,300,000.

Recommendation: break out the budget annually into budget categories that show cost-sharing amounts.
Describe briefly what those cost sharing items will be.



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CONCEPT PAPER : BUDGET

SAMPLE BUDGET FOR COMPONENT I

XXX UNIVERSITY PARTNERSHIP PROGRAM - USAID

SUMMARY BUDGET

No	Budget Line Items	USAID Contract Budget				TOTAL CONTRACT
		Year 1	Year 2	Year 3	Sub-total	TOTAL
1	Personnel Salary					
2	Fringe Benefit					
3	Travel, Transportation and Per Diem					
4	Equipment					
5	Supplies					
6	Program Activities					
7	Other Direct Costs					
	TOTAL DIRECT CHARGES					
	Cost Share (30% x \$ 1,000,000)					
	TOTAL ESTIMATED AMOUNT					



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PARTNERSHIP CONCEPT CRITICAL DATES

- February 1, 2012** USAID will receive questions (2nd round) about the Annual Program Statement (APS) from prospective applicants
- March 16, 2012** Concept Papers due to USAID/Indonesia at 15:00 Jakarta Time

Submit the concept paper both:

Electronically : e-mail to aps-497-11-000001@usaid.gov
with attachments compatible in MS Word, Excel and PDF

2 Hard Copies : Sent to Mr. Dale Lewis
Office of Procurement
USAID/Indonesia
American Embassy
Jl. Medan Merdeka Selatan 3
Jakarta 10110
Indonesia
Mark: APS-497-11-000001



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CONCEPT PAPER FORMAT

1. Concept Paper must be written in English
2. Must be printed only on Letter-size paper (8.5" x 11" or 216mm by 297mm)
3. Text must be:
 - Single spaced
 - 12 point font
 - each page numbered consecutively

Be Careful: Concept Papers that do not match these requirements will not be reviewed or considered



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CONCEPT PAPER FORMAT

- Do not include any Annexes with the Concept Paper.
- Do not submit elaborate art work, expensive paper and bindings, expensive visual or other presentation aids
- Note: Data you do not want disclosed to the public for any purpose or used by the US Government except for evaluation purposes should be marked on the title page



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WHERE TO GET INFORMATION

Information on the APS, amendments, and concept papers can be found online at **Grants.gov**:

<http://www.grants.gov/search/search.do;jsessionid=5q14T4LGZnM5j5fsz82TGDdJLFn1DG4227Ssm6nv2nJy2yzh9QTy!-64218969?oppld=110533&mode=VIEW>

This link can also be found through the University Partnerships website:

http://indonesia.usaid.gov/en/USAID/Activity/289/University_Partnerships_UP

What will you see at Grants.gov?



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Supporting Universities to Partner Across the Pacific

Synopsis

Full Announcement

Application

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **08/02/2011**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.

Description of Modification

The purpose of this Amendment No. 3 to Annual Program Statement (APS) No. APS-497-11-000001 is to Amend the APS and to provide responses to questions received. This Amendment is available under "Full Announcement" tab.

Document Type:

Modification to Previous Grants Notice

Funding Opportunity Number:

APS-497-11-000001

Opportunity Category:

Discretionary

Posted Date:

Aug 02, 2011



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Supporting Universities to Partner Across the Pacific



[Synopsis](#)

Full Announcement

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Click on the following file to download the full announcement.

Announcement Group	Description	File Type
Full Announcement	Zip of All Attachments	ZIP
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→ Full Announcement	Amendment # 01 to APS-497-11-000001	PDF
Full Announcement	Zip of All Attachments	ZIP
→ Full Announcement	Amendment # 04 to APS-497-11-000001	PDF
→ Full Announcement	APS-497-11-000001	PDF
Full Announcement	Annex 1	PDF
Full Announcement	Annex 2	DOC
→ Other Supporting Documents - Amendment # 02 to APS-497-11-000001	Amendment # 02 to APS-497-11-000001	PDF
Other Supporting Documents - Amendment # 02 to APS-497-11-000001	Zip of All Attachments	ZIP
→ Other Supporting Documents - Amendment # 03 to APS-497-11-000001	Amendment # 03 to APS-497-11-000001	PDF
Other Supporting Documents - Amendment # 03 to APS-497-11-000001	Zip of All Attachments	ZIP



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FINAL RECOMMENDATIONS (to Remember)

USAID does not compare proposals competitively against each other, instead compares each against the guidelines:

- Pay attention to the Evaluation Criteria for Concept Paper to ensure you do **NOT** lose points for criteria not directly and appropriately addressed in the Concept Paper.
- Ensure your concept paper meets all of the guidelines in the APS document and APS Amendments.
- Ensure each requested section is included, and format requirements and page maximums are exactly met.



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FINAL STEPS

- Email your questions by February 1, 2012 for any clarifications you wish to request.
- Submit your electronic and 2 hard copy concept papers and budget before 15:00 Jakarta time on March 16, 2012.
- Based on evaluation, finalists will be invited by USAID to develop and submit a full application